

Jan 22

2009

[student training manual](#)Posted by [libraryladypr](#) in [training](#)

I am putting together a training manual for our work-study students and would love to know if anyone else has put together such a manual. I am a one-woman show and without my students would be really lost. I use the students to open boxes, check items against shipping lists, determine if we have received what we selected, enter routine and recurrent publications into our online catalog, and help with inventory and weeding.

The instructions for all of these are written in my procedures manual or in various library procedures manuals but are not together in one place. I also intend to add visual examples of the various kinds of documents, write a manual and also a power point presentation and then make it bilingual since our students in Puerto Rico are Spanish-speakers.

If anyone has done a similiar manual, I would appreciate any suggestions and a copy of the manual

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Jan 09

[EIRs question](#)

Posted by [Governance](#) in *Untagged*

Greetings,

I need a little input on what other Depositories do with Environmental Impact Reports (EIRs).

Do you keep and catalog local EIRs for historic purposes?

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Dec 18

[Holiday closings](#)

Posted by [laster](#) in [GPO](#)



I am very fortunate that my university closes from 25 December to 1 January, so I don't need to drain my vacation time dry in order to visit my family for the holidays. However, I got a reminder that I need to make this information public, so potential depository library users will know that we're closed.

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Dec 03

[Government 2.0](#)

Posted by [reblakeley](#) in *Untagged*



[Dr. Mark Drapeau](#) writes a wonderful [series of posts](#) on Government 2.0 ("from [insider's perspective](#) ") at [an Mashable.com](#) .

Dr. Drapeau is the 2006-2008 AAAS Science & Technology Policy Fellow at the Center for Technology and National Security policy of the National Defense University in Washington. He also has his own fun [blog](#) and tweets at Twitter under the name " [Cheeky Geeky](#) ". How cute is that?

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Nov 17

2008

[Tell Change.gov to Change](#)

Posted by [reblakeley](#) in [Presidential transition](#) , [copyright](#)



UPDATE: 12/3/08 Change.gov has changed their copyright statement to a Creative Commons attribution license. Read more about it [here at FGI](#) .

There is [discussion](#) going on at the FGI website about the [copyright status](#) of the President-elect's website, Change.gov, as well as the vanishing contents of the website, among other concerns. We at FGI created a standard letter for you to use (see below) if you wish to [contact](#)

Change.gov and let them know

your

concerns.

You can email the change.gov website by going to their Contact page at:

<http://www.change.gov/page/s/contact>

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